

Effective 30 April 2000

Decorations, Awards, and Honors

United States Army Recruiting Command Volunteer Service Award

For the Commander:

ROBERT E. GAYLORD
Colonel, GS
Chief of Staff

Official:

ROGER H. BALABAN
Director, Information Management

History. This UPDATE printing publishes a new regulation which is effective 30 April 2000.

Summary. This regulation outlines the policies and procedures for the United States Army Recruiting Command Volunteer Service Award.

Applicability. This regulation is applicable to all elements of this command.

Proponent and exception authority. The proponent of this regulation is the Director for Personnel. The proponent has the authority to approve exceptions to this regulation that are consistent with controlling law and regulation. Proponents may delegate the approval authority, in writing, to a division chief within the proponent agency in the grade of lieutenant colonel.

Army management control process. This regulation contains management control provisions in accordance with AR 11-2 but does not identify key management controls that must be evaluated.

Supplementation. Supplementation of this regulation is prohibited.

Suggested improvements. The proponent agency of this regulation is the Director for Personnel. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQ USAREC (RCPER-HR-SF), Fort Knox, KY 40121-2726.

Distribution. Distribution of this regulation has been made in accordance with USAREC Pam 25-30, distribution C. This regulation is published in the Recruiting Brigade and Battalion Operations UPDATE.

Contents (Listed by paragraph number)

Purpose • 1
References • 2
Explanation of abbreviations • 3
Responsibilities • 4
Policy • 5
Criteria • 6
Nomination • 7
Award presentation • 8

Glossary

1. Purpose

This regulation establishes policy and procedures for nominating and awarding the United States Army Recruiting Command (USAREC) Volunteer Service Award (VSA) for outstanding volunteer service, an award beyond the authority of recruiting brigades (Rctg Bdes).

2. References

- a. Related publication. AR 608-1 (Army Community Service Program).
- b. Related forms.
 - (1) DA Form 4162 (Army Community Service (ACS) Volunteer Service Record).
 - (2) DA Form 4712 (Volunteer Agreement for Appropriated Fund Activities).
 - (3) DA Form 4713 (Army Community Service (ACS) Volunteer Daily Time Record).

3. Explanation of abbreviations

- a. CG—Commanding General
- b. DA—Department of the Army
- c. HQ USAREC—Headquarters, United States Army Recruiting Command
- d. Rctg Bde—recruiting brigade

- e. Rctg Bn—recruiting battalion
- f. USAREC—United States Army Recruiting Command
- g. VSA—Volunteer Service Award

4. Responsibilities

- a. Headquarters, United States Army Recruiting Command (HQ USAREC).
 - (1) The Commanding General (CG) at his or her discretion, may present this award to any exceptional volunteer.
 - (2) Members of the Command Group and directors may nominate volunteers for this award.
 - (3) The CG will approve and sign the award.
 - (4) Whenever possible, the CG or his or her designee will personally present this award to the awardee during a scheduled visit.
 - b. Subordinate commanders.
 - (1) Rctg Bde commanders will establish procedures to manage nominations and arrange award presentation ceremonies, as appropriate.
 - (2) Unit commanders at all levels, volunteer managers, soldier and family assistance program managers, family support group leaders, and others designated by the CG may recommend volunteers for this award.

5. Policy

- a. The USAREC VSA is a prestigious award intended to recognize volunteers whose service contributes substantially to the mission accomplishment of a USAREC activity, command, or staff agency, and the welfare of the Army family. The two types of awards are the Gold VSA (suggested hours 500 plus) and the Silver VSA (suggested hours 250 to 300 hours).

- b. Commanders should nominate volunteers who meet the eligibility criteria. Nominations for this award should be forwarded after considering the presentation of Rctg Bde level awards such as the Military Outstanding Volunteer Service Medal (for military volunteers) or Rctg Bde level civilian volunteer awards.

- c. This award consists of a gold or silver lapel pin and a citation certificate.

- d. The USAREC VSA is not part of the Department of the Army (DA) Awards Program. It will not be used in lieu of awards for commendation, meritorious service, routine departure, or as an interim award while awaiting DA awards.

- e. The USAREC VSA, when awarded for volunteer service to USAREC family programs, serves as the award leading to possible further consideration of awards for the DA level Army Community Service Emma Baird Award. In addition, volunteers may be nominated for the following DA awards listed in descending order of merit (see fig 1).
 - (1) Outstanding Civilian Service Award. This award must be submitted to HQ USAREC (RCPER-HR-SF), Fort Knox, KY 40121-2726, no later than 8 weeks prior to presentation for United States Army Training and Doctrine Command approval.

- (2) DA Commander's Award for Public Service. It is appropriate that the volunteer receive the DA Certificate of Appreciation for Patriotic Service prior to this award.

- (3) DA Certificate of Appreciation for Patriotic Civilian Service. This award is presented to those individuals who have made significant public service contributions but to a lesser degree than that required for the DA Commander's Award for Public Service.

6. Criteria

a. All military, family members, and civilian volunteers who have distinguished themselves by outstanding volunteer service contributing to the mission of the Army and to the welfare of the Army family are eligible. Nominees for the USAREC VSA must be a bona fide volunteer (in accordance with AR 608-1).

b. DA Form 4162 (Army Community Service (ACS) Volunteer Service Record) (see fig 2), DA Form 4712 (Volunteer Agreement for Appropriated Fund Activities) (see fig 3), and volunteer job description must be on file. Documented volunteer hours must be recorded on DA Form 4713 (Army Community Service (ACS) Volunteer Daily Time Record) (see fig 4) with a schedule for periodic performance review.

c. A volunteer must contribute between 250 to 300 volunteer hours in order to be eligible for the Silver USAREC VSA and 500 hours or more to be eligible for the Gold USAREC VSA. In addition, volunteers must have accomplished one of the following:

(1) Provided distinguished volunteer service. Distinguished service includes, but is not limited to, significant number of years of volunteer service, both in USAREC and in previous commands, with a substantial number of hours contributed, demonstration of leadership, and significant impact of volunteer service in the command.

(2) Made a measurable contribution to the accomplishment of the mission and the welfare of soldiers and families as a family support group leader, Army family team building master trainer or instructor, or relocation assistance program volunteer.

(3) Initiated, established, maintained, or revitalized a program or service that greatly enhanced the quality of life for USAREC soldiers and families.

(4) Provided leadership, advocacy, and models of military community involvement that are recognized as exemplary throughout the applicable command and whose leadership has resulted in improved quality of life services and programs.

d. Nominations for this award should be forwarded in progression following issuance of all applicable Rctg Bde and/or recruiting battalion (Rctg Bn) commander awards. If a commander feels that an individual has distinguished himself or herself in an exceptionally meritorious manner and has not received subordinate commanders' awards, a nomination may be submitted.

7. Nomination

a. Nomination for this award should be forwarded by memorandum to HQ USAREC (RCPER-HR-SF) (see fig 5). In addition, a proposed citation of no more than six typed lines, each nine inches in length, and a justification must be submitted (see fig 6). The justification should clearly specify the exceptional volunteer contribution that warrants HQ USAREC recognition, document that the volunteer meets the eligibility criteria, and be forwarded under the

signature of the Rctg Bde commander.

b. Nominations for this award will reflect installation, National Guard or Army Reserve unit, USAREC subordinate command, or civic awards the nominee has previously received.

c. All nominations will be reviewed by a board consisting of the USAREC Command Sergeant Major, Chaplain, Director for Personnel, and the Chief of the Soldier and Family Assistance Branch or their representatives. A minimum of 45 days is required to process award certificates. The CG is the approval authority.

8. Award presentation

a. Unit commanders will arrange appropriate presentation ceremonies.

b. Whenever possible, the CG will present the award on a regularly scheduled trip to the unit. When this is not possible, a designee will be named by the CG to present the award for him or her.

c. The award may be presented individually or during volunteer recognition activities. Presentation ceremonies should be appropriate for the prestigious nature of this award.

d. Appropriate publicity should accompany the presentation of this award to a local recipient. Maximum use of the Hometown News Release Program should be incorporated into planning. Copies of articles and/or features from local publicity should be forwarded to HQ USAREC (RCPER-HR-SF).

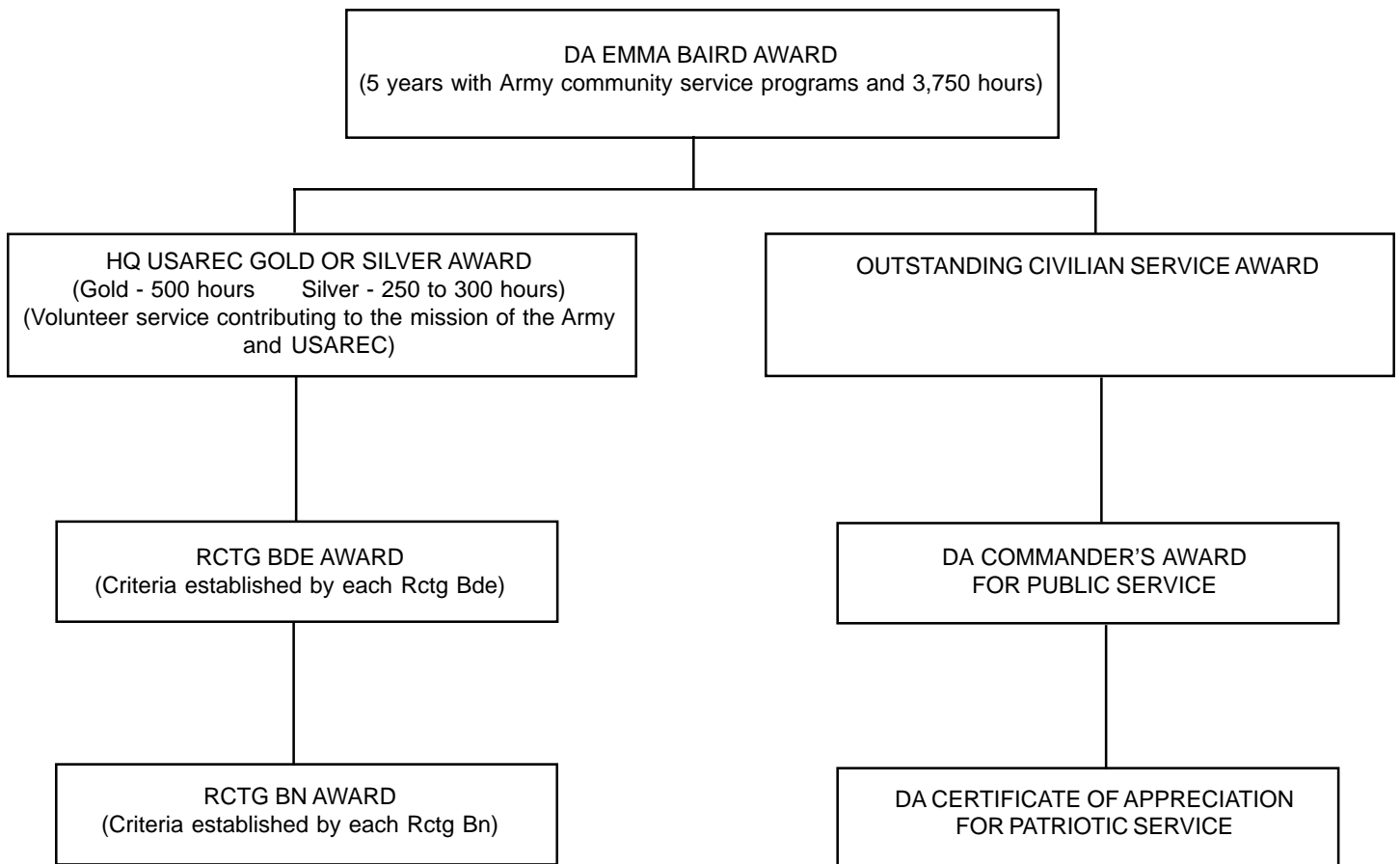


Figure 1. Volunteer awards

For use of this form, see AR 608-1; the proponent agency is OACSIM

AUTHORITY:	5 USC Section 301, Departmental Regulations; 10 USC Section 3013, Secretary of the Army; Army Regulation 608-1, Army Community Service Center.
PRINCIPAL PURPOSE:	To maintain records of hours volunteered and awards received. To record essential background information on volunteers.
ROUTINE USES:	None.
DISCLOSURE:	Voluntary. However, failure to provide the requested information will prevent keeping a record of individual volunteer qualifications and services; may prevent volunteers from receiving awards.

1. NAME OF VOLUNTEER (Last, First, MI) Doe, Jane			2a. SPONSOR'S NAME John Doe																																		
2b. SPONSOR IS <input type="checkbox"/> OFFICER <input checked="" type="checkbox"/> ENLISTED <input type="checkbox"/> ACTIVE DUTY <input type="checkbox"/> RETIRED <input type="checkbox"/> DECEASED			2c. SPONSOR'S UNIT OF ASSIGNMENT Nashville Rctg Bn, 2d Rctg Bde																																		
3. ADDRESS (Street, City, State and ZIP Code) AND E-MAIL ADDRESS 1234 First Street Anytown, US 54321			4. PHONE NO. AND FAX NO.																																		
5. SEX <input type="checkbox"/> MALE <input checked="" type="checkbox"/> FEMALE		6. AGE 27	7. DRIVE A CAR <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO																																		
9. INITIAL COMMITMENT <input type="checkbox"/> 3 MONTHS <input checked="" type="checkbox"/> 6 MONTHS <input type="checkbox"/> OTHER (Specify)			8. CHILDREN AT HOME <input type="checkbox"/> NONE <input type="checkbox"/> PRESCHOOL <input checked="" type="checkbox"/> IN SCHOOL																																		
10c. DEGREES Teacher's Aid Certificate			10a. EDUCATION <table border="1"> <tr><td><input type="checkbox"/></td><td>1</td><td><input type="checkbox"/></td><td>4</td><td><input type="checkbox"/></td><td>7</td><td><input type="checkbox"/></td><td>10</td></tr> <tr><td><input type="checkbox"/></td><td>2</td><td><input type="checkbox"/></td><td>5</td><td><input type="checkbox"/></td><td>8</td><td><input type="checkbox"/></td><td>11</td></tr> <tr><td><input type="checkbox"/></td><td>3</td><td><input type="checkbox"/></td><td>6</td><td><input type="checkbox"/></td><td>9</td><td><input checked="" type="checkbox"/></td><td>12</td></tr> </table>		<input type="checkbox"/>	1	<input type="checkbox"/>	4	<input type="checkbox"/>	7	<input type="checkbox"/>	10	<input type="checkbox"/>	2	<input type="checkbox"/>	5	<input type="checkbox"/>	8	<input type="checkbox"/>	11	<input type="checkbox"/>	3	<input type="checkbox"/>	6	<input type="checkbox"/>	9	<input checked="" type="checkbox"/>	12	10b. COLLEGE <table border="1"> <tr><td><input type="checkbox"/></td><td>1</td><td><input type="checkbox"/></td><td>3</td></tr> <tr><td><input type="checkbox"/></td><td>2</td><td><input type="checkbox"/></td><td>4</td></tr> </table>	<input type="checkbox"/>	1	<input type="checkbox"/>	3	<input type="checkbox"/>	2	<input type="checkbox"/>	4
<input type="checkbox"/>	1	<input type="checkbox"/>	4	<input type="checkbox"/>	7	<input type="checkbox"/>	10																														
<input type="checkbox"/>	2	<input type="checkbox"/>	5	<input type="checkbox"/>	8	<input type="checkbox"/>	11																														
<input type="checkbox"/>	3	<input type="checkbox"/>	6	<input type="checkbox"/>	9	<input checked="" type="checkbox"/>	12																														
<input type="checkbox"/>	1	<input type="checkbox"/>	3																																		
<input type="checkbox"/>	2	<input type="checkbox"/>	4																																		
10e. LANGUAGES Spanish			10d. SPECIAL COURSES																																		
11. WORK EXPERIENCE Any School US - Teacher's Aid			12. VOLUNTEER EXPERIENCE Red Cross - 2 years - Fort Knox ACS - 1 year - Fort Carson																																		

13. INTERESTS, SKILLS, HOBBIES
Piano, tennis, CPR certified

[illegible][illegible]

17a. SIGNATURE /signed/	17b. DATE (YYYYMMDD) 19971001
----------------------------	----------------------------------

4

VOLUNTEER AGREEMENT FOR APPROPRIATED FUND ACTIVITIES For use of this form, see AR 608-1; the proponent agency is OACSIM			
PRIVACY ACT STATEMENT			
AUTHORITY:	10 USC, Section 1558, Secretary of the Army; E.O. 9397 (SSN); and Army Regulation 608-1, Army Community Service Center.		
PRINCIPAL PURPOSE:	To document voluntary services provided by an individual, including the hours of service performed, and to obtain agreement from the volunteer on the conditions of accepting the performance of voluntary service.		
ROUTINE USES:	None.		
DISCLOSURE:	Voluntary. However, failure to complete the form may result in an inability to document the type of voluntary services and hours performed.		
PART I			
1. I desire to volunteer my services to the <u>AFTB (Army Family Team Building) Program</u> at <div style="text-align: center; margin-left: 150px;"><i>(Organization/Unit)</i></div> <u>Nashville Rctg Bn</u> on <u>Tuesdays and Thursdays</u> <div style="display: flex; justify-content: space-around; margin-top: -10px;"> <i>(Installation)</i> <i>(Anticipated Hours/Day(s) of Week)</i> </div> Program at <u>Nashville Rctg Bn</u> . <div style="text-align: center; margin-left: 150px;"><i>(Installation)</i></div>			
2. DESCRIPTION OF VOLUNTEER SERVICES AFTB Instructor			
3. I expressly agree that my services are being provided as a volunteer and that I will not be an employee of the United States Government or any instrumentality thereof while performing the above described services, except for certain purposes relating to compensation for injuries occurring during the performance of approved volunteer services, tort claims, the Privacy Act, and criminal conflicts of interest. I expressly agree that I am neither entitled to nor expect any present or future salary, wages, or other benefits for these voluntary services. I agree to be bound by the laws and regulations applicable to voluntary service providers and agree to participate in any training required by the installation or unit in order for me to perform the voluntary services that I am offering.			
a. TYPED OR PRINTED NAME OF VOLUNTEER	b. VOLUNTEER SSN	c. DATE OF BIRTH (YYYYMMDD)	
Jane Doe	000-00-0000	19671009	
d. SIGNATURE OF VOLUNTEER		e. DATE (YYYYMMDD)	
/signed/		20000103	
4a. TYPED OR PRINTED NAME OF ACCEPTING OFFICIAL			
Deb Smith			
4b. SIGNATURE OF ACCEPTING OFFICIAL		4c. DATE (YYYYMMDD)	
/signed/		20000103	
PART II - TO BE COMPLETED AT END OF VOLUNTEER'S SERVICE BY VOLUNTEER SUPERVISOR			
5. VOLUNTEER TIME DONATED			
a. YEARS (2,087 hours = 1 year)	b. WEEKS	c. DAYS	d. HOURS
e. SIGNATURE OF VOLUNTEER			f. TERMINATION DATE (YYYYMMDD)
6a. TYPED OF PRINTED NAME OF SUPERVISOR	6b. SIGNATURE OF SUPERVISOR	6c. DATE (YYYYMMDD)	

Figure 3. Sample of a completed DA Form 4712

ARMY COMMUNITY SERVICE (ACS) VOLUNTEER DAILY TIME RECORD

For use of this form, see AR 608-1; the proponent agency is OACSIM

INSTRUCTIONS

Upon resignation, retirement, or transfer, a duplicate of this record will be furnished for the personal file of the volunteer. In case of transfer, original record will be furnished the gaining organization. Upon completion of the calendar year, the annual total will be recorded on DA Form 4162.

NAME																											YEAR					
Jane Doe																											2000					
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL
JAN																																
FEB																																
MAR																																
APR																																
MAY																																
JUN																																
JUL																																
AUG																																
SEP																																
OCT																																
NOV																																
DEC																																
TOTAL:																																

Figure 4. Sample of a completed DA Form 4713

USAREC Volunteer Service Award Nomination for *(Individual's Name)*

I. Volunteer Agencies/Activities *(Inclusive dates)*

Army Family Team Building Instructor. Served as the spark which ignited the Army family Team Building Program in the *(name of unit)* Recruiting Battalion. Her accomplishments in seeking out teaching sites, recruiting instructors from the battalion, nearby Reserve Component units, and instructing quality classes were instrumental in setting the standard for the battalion and the entire brigade. She spearheaded the team which wrote the six subcourses designed for introducing USAREC terms and operations to newly assigned spouses of the command--a project which was emulated by other MACOM and MUSARC to welcome their families. Her work in leading the team which taught, recorded, duplicated, and distributed video tapes of Army family team building classes enabled spouses of remotely stationed recruiters to have unprecedented access to training through the battalion's remote library system.

Family Support Group Volunteer. Provided fund raising expertise to the *(name of unit)* Family Support Group (FSG) which enabled the FSG to hold three highly successful fund raisers, which not only took care of the FSG's immediate operating needs for 3 years, but also resulted in the donation of funds to both the Army Emergency Relief and American Red Cross for disaster relief during the *(name of specific disaster)* disasters.

Girl Scouts Volunteer. She was the Troop *(enter troop number)* Magazine Manager. She instructed scouts in the process of sales and completing the required paperwork following through to the successful completion of each sales events. She went on to volunteer her services to the *(name of specific council)* Girl Scout Council on fund raising events, which not only resulted in improved fund flow, but drew favorable attention to the USAREC families involved in Girl Scouts in the area.

School Volunteer. She gave the teachers much needed breaks by supervising the students of *(name of specific school)* Elementary School during recess. She ensured that the children were both safe and secure and worked with small groups of students who needed extra help and attention. She volunteered time with the school as the Computer Lady who taught introductory computer skills to children in the school.

II. Other Volunteer Service Awards Received

July 1991 -- Eye of the Storm Award from the American Red Cross for volunteer service during Operation Desert Shield/Desert Storm

March 1993 -- Volunteer of the Month, nominated by the Fort Sill Officer's Wives Club

September 1995 -- 2d Brigade Volunteer of the Year Award

Figure 5. Sample VSA nomination

**Proposed Citation
for
(Enter Individual's Name)**

For outstanding service to the United States Army Recruiting Command from (enter inclusive dates). (Enter name) enthusiasm, interpersonal skills, and dedication have enabled her to improve the quality of life of those around her. She served as an example, inspiring family members of her unit, nearby Reserve Component units, and the civilian community to get involved and "Be All They Can Be." (Enter name) many contributions have indeed brought great credit on her, the United States Army Recruiting Command, and the United States Army.

Figure 6. Sample of a proposed citation